




Department of Energy
Washington, D. C. 20585

February 4, 2004

MEMORANDUM FOR: Program Office Resource Managers

FROM:

Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT:

January Working Capital Fund Billing

This memorandum transmits the January 2003, charges to your program for the Working Capital Fund. Billing for January was forwarded to the Chief Financial Officer for entering into DISCAS and in time for reporting in January financials.

The Fund Manager recently completed a new edition of the "Working Capital Fund Guide to Services, Policies, and Procedures" [BlueBook]. This edition updates all current WCF Pricing Policies and is directed to our customers and their needs when acquiring goods and services from Fund businesses. New businesses and business segments have been added to Procurement Services (formerly Contract Closeout), Corporate Training Services (formerly Online Learning), and the Project Management Career Development Program. We will no longer issue the BlueBook in hard copy; it is available to you at our website www.ma.mbe.doe.gov/wcf, including a printer friendly version.

Payments for FY 2004

Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

"Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization's advance payment shall be paid to the WCF until full funding becomes available." **CFO Guidance issued September 1998,**
"Working Capital Fund, Administrative Control of Funds."

FY 2004/ 2005 Budget Guidance

By memo dated January 8, the Fund Manager revised guideline estimates for the FY 2005 Congressional Budget Requests, including updated estimates for FY 2004. The estimates provided are intended only as guidance based on patterns that have been identified by the Fund business line and financial staff. Since other factors may affect your consumption of WCF goods and services, you may wish to adjust our estimates as necessary to account for planned changes in staffing, anticipated changes in usage, potential organizational realignments, and other factors.

In the FY 2005 estimates, actual FY 2003 charges were used as the basis for FY 2004 and FY 2005 in addition to changes in the counts of telephone and lan lines and other consumption specific factors. The budget is based on the pricing policies that are in effect for FY 2004 as documented in the January 2004 Guide to Services, Policies, and Procedures (“Blue Book”). The FY 2005 Congressional Budget Request guidance is available on our Web Page at www.ma.mbe.doe.gov/wcf

Cost and Payment Analysis

The following table is attached to assist you with your analysis of actual monthly WCF expenditures:

Table I	Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.
Table II	Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle.
Table III	Shows the most current projection of annual costs for each customer and business line based on customer consumption patterns demonstrated this fiscal year.

The attached tables have been altered to accommodate the new business segments and subtotals for the realigned businesses. Desktop charges now follow Building Occupancy and the second page begins with Telephones as in the past. If you have any problem following the new table structure please call the contacts below for help.

January Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of January both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and special handling charges incurred during January.

Photocopying - This bill reflects charges for actual January usage in addition to charges for the use of central copiers that were delayed from earlier bills. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2003; 1.5 cents for dedicated copies; 50.0 cents for color copies. This bill also include charges for digitalization services; rates are as follows: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during January. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2003.

Building Occupancy - This bill includes charges for non-standard space alterations, second quarter rent charges, utilities, office relocations, and other E&F services requisitioned and performed prior to January 25.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during January in addition to charges for help desk services based on actual usage. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Telephones - The January bill includes actual local and long distance charges for usage incurred during November. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate. In December the business line began charging for infrastructure increases approved by the Board. This month's bill includes October and November increases at a total monthly rate of \$13,000/month. This charge will return to the December rate in February.

We have not billed cell phones and other items added by the Board because program customers have financed this activity outside the Fund and the business is drawing down these balances. When this customer financing expires the business will begin charging customers in the Fund. We expect this activity to begin within the next few months.

Network - January charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. January charges for DOEnet are based on actual infrastructure costs at the respective sites. In December the business line began charging for infrastructure increases approved by the Board. This month's bill includes October and November increases at a monthly rate of \$48,800/month. This charge will return to the December rate in February.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of January.

Payroll Processing - The remainder of the full **annual** FY 2003 payroll charges assessed to your organization were billed in December based upon actual on-board staffing at the beginning of FY 2004 and a recently reduced operating level of \$2.1 million (a reduction in operating level from original FY 2004 estimate of \$3.1million). No further charges will be made this fiscal year.

Corporate Human Resource Information System (CHRIS) – As with Payroll Processing, no further charges will be made this fiscal year.

Corporate Training Services (CTS) formerly, On-Line Learning Center (OLC) – The Board authorized a new business segment to finance professional skills development training (August 27, 2003); this new segment, Training Delivery & Services (TDS), has been merged with the On-Line Learning Center to create the CTS business line. The bill includes no TDS costs for January.

Project Management Career Development Program (PMCDP) - The Board at its August 27th, meeting, authorized the creation of the Project Management Career Development Program, business line, in response to House Energy and Water

Development report language for FY 2004. The October bill charged for infrastructure costs and one half of the variable costs for PMCDP. There are no additional charges in this bill. The PMCDP participation numbers will be updated by the time the April bill is calculated. These charges are for you information only; they will not be processed in DISCAS until February.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The Fifth edition of the WCF Guide to Services, Policies and Procedures;
- FY 2004/FY 2005 Budget Projections;
- The monthly summary billing tables (I-IV) with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background or the Fund.

The Web Page address is: <http://www.ma.mbe.doe.gov/wcf>

Please contact Michael Slie (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Ann Warnick	(301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	George Tengan	(301) 903-5878
Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS)	Tanya Luckett	(202) 287-1655
Project Mgt. Dev. Program (PMCDP)	Wanda Chambers	(202) 586-8114
Billing Process and Policies	Bob Emond	(202) 586-2354

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

BCA	Beryl Gilmore	D. Cavanagh
BPA	R. Seifert	S. Jones
CI	L. Brown	
CN	Z. Acree	S. Steffe
DR	L. Gasperow	C. Feldmeyer
EA	H. Kenchington	D. Gaines
ED	L. Rudnick	
EE	D. Smith	F. Glatstein
EH	R. Parham	T. McCarron
EIA	N. Burnette	
EM	J. Simpson	B. Heffernan
FE	C. Roy	G. Stern
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Fonville-Noels	
IM	A. Warnick	S. Higgins
IN	L. Cain	
ME/AB/S	F. Feiner	
NA	S. Minnick	J. Trainor
NE	N. Miller	L. Soo Hoo
NR	R. Arnwine	
OA	L. Gasperow	C. Feldmeyer
PA	L. Brown	
PML	M. Livingston	G. Herrera
PI	J. Mathis	S. Rush
RW	L. Barrett	D. LeVan
SC	B. Swain	J. Kelley
SO	T. Fox	D. Friis
TD	A. Richardson	
WH	M. Dillon	
WT	M. Owen	M. Mescher

WCF BOARD MEMBERS

CFO	J. Campbell	NE	W. Magwood
CIO	R. Parks	NA	L. Brooks
EE	D. Garman	OA	G. Podonsky
EH	B. Cook	PI	V. Bailey
EI	G. Caruso	SC	R. Orbach
EM	J. Roberson	SO	G. Podonsky
FE	M. Smith	GC	L. Otis
RW	M. Chu	PMA	R. Porter
WT	M. Owen		

Summary of Current Month Bill - January, 2004
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DIGITAL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY	DESKTOP SUPPORT
AB	106	79	131	210		68	1,745	1,812	339	31,197		31,197	
BCA	113	30		30		15		15		-168,541		-168,541	125
BPA	57	45	7	52		-388	388	0	1,037	24,627		24,627	
CI	1,032	6	333	339		322	2,401	2,723	2,540	115,106		115,106	1,852
CN	2,083	372	171	543		-1,584	3,035	1,451	361	212,697		212,697	815
DR		1	2	3		-16	1,746	1,730	68	19,884		19,884	1,185
EA	448		21	21		285	2,569	2,854	1,721	50,853		50,853	
ED	879	118	302	420		311	1,767	2,078	3,648	97,112	75	97,187	45
EE	23,238	8,804	13,708	22,512	17,625	32	7,226	24,884	16,945	926,327	650	926,977	3,915
EH	7,020	1,290	525	1,815		3,691	4,288	7,979	2,324	1,093,471	720	1,094,191	2,716
EI	17,798	12,420	5,985	18,405		8,286	7,097	15,383	56,909	1,327,011	1,913	1,328,924	1,354
EM	11,237	497	335	832		4,156	4,126	8,282	9,622	979,834	1,222	981,056	1,307
FE	8,873	859	248	1,107	79	1,731	6,701	8,511	6,375	460,590		460,590	8,680
GC	4,621	393	156	549		1,355	693	2,048	7,652	524,094		524,094	1,253
HG	463	145	96	241		488		488	13,597	181,522		181,522	279
IG	2,874	969	79	1,048		272	522	794	5,547	259,449		259,449	454
IM	10,238	558	11	569		382	3,496	3,878	2,988	868,087	2,315	870,402	10,941
IN	3,375	146	100	246		2,723	468	3,190	1,276	404,349	3,120	407,469	
LM	543	12	221	233		125	24	149	516	66,280	825	67,105	189
ME	31,587	4,727	11,108	15,835	2,542	18,054	10,175	30,771	57,009	2,533,418	1,825	2,535,243	15,162
NA	34,583	2,857	489	3,346		13,916	11,857	25,773	12,791	2,663,710	73,706	2,737,416	11,096
NE	3,352	142	105	247		727	437	1,164	1,785	339,472		339,472	2,532
NR		63		63				0				0	
OA	2,538	413	30	443		570	59	629	318	91,532		91,532	487
PA	1,319	836	178	1,014		4,723	12,570	17,292	11,692	94,164		94,164	-138
PI	3,047	38	101	139		1,677	777	2,454	9,091	485,588	165	485,753	2,551
RW	5,246	142	126	268		518	270	788	6,514	26,903	1,045	27,948	38
S	865	319	953	1,272		36	51	87	10,386	141,400		141,400	2,319
SC	21,274	2,354	1,812	4,166		1,012	7,252	8,264	52,995	614,816		614,816	776
SO	17,190	3,860	468	4,328		1,855	7,837	9,692	4,023	975,356	120	975,476	12,945
TD	1,277	128	3	131		-10,387	15,340	4,953	57	58,967		58,967	45
WAPA	29	4	2	6			19	19	341	26,226		26,226	
FO	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	217,304	42,627	37,806	80,433	20,246	54,953	114,937	190,136	300,467	15,525,500	87,701	15,613,201	82,925

Summary of Current Month Bill - January, 2004
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	ANNUAL	MONTHLY		MONTHLY	ANNUAL	QUARTERLY	MONTHLY		ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	PURCHASE CARD SURVEILLANCE	CONTRACT CLOSEOUT	TOTAL CONTRACT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	TRAINING DELIVERY AND SERVICES	TOTAL CORPORATE TRAINING SERVICES	PMCDP	INDIRECT FUND ADMIN.	MONTHLY TOTAL
AB	45	642	687	515			0					0		0	34,867
BCA		227	227	119			0					0		0	-167,912
BPA	95	906	1,001	1,260			0					0		0	28,033
CI	219	3,091	3,310	3,481			0					0		0	130,384
CN	324	6,905	7,229	1,665			0					0		0	226,844
DR	56	428	484	372			0					0		0	23,726
EA	120	3,438	3,558	3,450			0					0		0	62,905
ED	224	3,361	3,585	3,749		1,920	1,920					0		0	113,511
EE	4,411	30,593	35,004	57,589		1,200	1,200					0		0	1,112,263
EH	2,412	22,698	25,110	33,815		4,960	4,960					0		0	1,179,930
EI	10,463	32,318	42,782	476		15,120	15,120					0		0	1,497,151
EM	2,888	33,936	36,823	68,454		5,520	5,520			13,790		13,790		0	1,136,922
FE	2,115	16,055	18,171	38,233			0					0		0	550,541
GC	730	12,800	13,530	8,961			0					0		0	562,708
HG		1,821	1,821	1,705			0					0		0	200,115
IG	581	5,701	6,282	5,891			0					0		0	282,338
IM	1,573	23,799	25,372	29,702		1,200	1,200					0		0	955,290
IN	80,731	7,581	88,313	198			0					0		0	504,067
LM	185	1,429	1,614	5,552			0					0		0	75,901
ME	6,466	83,786	90,252	94,134		2,880	2,880					0		0	2,872,874
NA	28,729	70,189	98,918	105,035		1,840	1,840			49,750		49,750		0	3,080,548
NE	1,575	10,984	12,559	16,448			0					0		0	377,558
NR	7,966		7,966				0					0		0	8,029
OA	423	4,980	5,403	4,789			0					0		0	106,139
PA	206	2,832	3,038	2,458			0					0		0	130,840
PI	1,269	8,346	9,615	9,367		240	240					0		0	522,256
RW	4,338	8,017	12,355	8,178			0					0		0	61,335
S	348	6,661	7,008	4,891			0					0		0	168,227
SC	6,071	28,366	34,437	43,154			0	10,349	10,694	5,650		5,650		0	806,576
SO	10,681	42,838	53,519	21,159		1,200	1,200					0		0	1,099,531
TD	187	1,034	1,221	992			0			0		0		0	67,642
WAPA	1,422	642	2,064	10,720			0			750		750		0	40,155
FO	0	0	0	0		0	0	0	0	785	0	785	0	0	785
TOTAL	176,853	476,403	653,256	586,511	0	36,080	36,080	10,349	10,694	70,725	0	70,725	0	0	17,852,080

Summary of Year-To-Date Billing Thru January, 2004
(WHOLE DOLLARS)

TABLE IIA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY
ORG CODE	SUPPLY	MAIL POSTAGE	MAIL DISTRIB.	TOTAL MAIL	COPY DIGITAL	COPY DEDICTED	COPY CENTRAL	TOTAL COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY	DESKTOP SUPPORT
AB	1,072	395	13,791	14,186		549	2,463	3,012	3,071	62,395	0	62,395	173
BCA	387	52	0	52		109		109	10	-22,283	0	-22,283	778
BPA	287	181	12,595	12,776		0	930	930	2,114	49,253	375	49,628	0
CI	3,559	381	27,867	28,248		2,543	4,033	6,576	9,175	230,211	515	230,726	3,411
CN	12,914	2,801	14,645	17,446		3,597	4,109	7,706	7,827	425,393	1,223	426,616	1,214
DR	1,920	10	13,275	13,285		236	1,746	1,982	210	39,768	0	39,768	1,185
EA	2,600	2	8,447	8,449		1,464	2,588	4,052	3,076	101,706	25,677	127,383	0
ED	6,086	2,298	41,010	43,308		1,081	11,593	12,674	17,852	194,224	180	194,404	143
EE	81,656	20,376	68,099	88,475	41,062	9,928	20,848	71,838	55,367	1,852,655	16,020	1,868,675	13,044
EH	18,747	14,012	27,235	41,247	4,420	14,360	19,392	38,172	21,925	1,960,747	7,455	1,968,202	4,076
EI	65,455	20,618	124,478	145,096		11,249	22,193	33,442	133,745	2,654,022	5,190	2,659,212	2,071
EM	54,315	4,906	41,142	46,048		30,154	7,053	37,207	66,802	1,959,667	13,032	1,972,700	4,648
FE	38,693	5,768	27,527	33,295	79	17,719	15,608	33,406	50,368	921,180	1,580	922,760	33,051
GC	18,774	6,113	33,792	39,905		6,018	2,081	8,098	73,801	1,048,189	98	1,048,286	3,624
HG	937	882	13,651	14,533		1,654		1,654	41,507	274,442	0	274,442	415
IG	10,137	4,237	26,851	31,088	2	1,353	1,558	2,913	19,266	518,897	290	519,187	10,789
IM	33,243	1,564	53,113	54,677		8,202	6,275	14,477	6,095	1,736,174	3,373	1,739,546	72,314
IN	11,679	60,556	13,667	74,223	0	7,998	1,126	9,124	4,131	808,697	46,309	855,006	0
LM	2,174	1,070	14,151	15,221	512	463	0	975	1,739	132,560	1,210	133,770	445
ME	127,506	24,480	435,816	460,296	10,178	85,819	26,185	122,182	155,599	5,066,836	10,469	5,077,305	75,528
NA	156,669	118,817	81,560	200,377		45,147	32,193	77,340	56,359	5,327,419	104,429	5,431,848	42,242
NE	15,505	1,127	36,455	37,582		3,455	3,366	6,821	10,724	678,944	8,685	687,629	3,892
NR	164	105	0	105	0	0	0	0	0	0	0	0	0
OA	11,555	1,570	13,387	14,957		2,042	315	2,356	1,373	183,064	0	183,064	759
PA	6,015	3,346	40,514	43,860		23,809	34,703	58,512	45,534	188,327	150	188,477	3,891
PI	13,841	295	53,473	53,768		5,698	14,145	19,843	32,304	772,657	195	772,852	6,570
RW	14,429	780	13,771	14,551		5,283	1,171	6,454	8,958	252,326	5,851	258,177	1,870
S	7,017	753	17,079	17,832		6,830	245	7,074	35,738	282,800	0	282,800	4,636
SC	71,599	16,893	33,783	50,676		5,175	24,644	29,818	99,395	1,229,631	240	1,229,871	1,569
SO	69,083	12,014	134,542	146,556		36,357	15,067	51,424	16,125	1,950,713	6,639	1,957,352	38,037
TD	5,425	307	13,279	13,586		125	15,417	15,542	177	117,933	148	118,081	668
WAPA	188	18	12,575	12,593			25	25	24,366	52,453	50	52,503	0
FO	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	863,631	326,727	1,461,570	1,788,297	56,253	338,415	291,073	685,740	1,004,733	31,051,001	259,381	31,310,382	331,043

Note: *FO= Field Operations Offices OLC billing only

Note: *ME includes charges for WH (White House Task Force)

Summary of Year-To-Date Billing Thru January, 2004
(WHOLE DOLLARS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY		MONTHLY	ANNUAL	QUARTERLY	QUARTERLY		MONTHLY	ANNUAL	
ORG CODE	PHONE USAGE	PHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	CONTRACT PCS	CONTRACT CLOSEOUT	TOTAL CONTRACT	PAYROLL PROCESS	CHRIS	CTS/OLC	CTS/TDS	TOTAL CTS	PMCDP	INDIRECT FUND ADMIN.	YEAR TO DATE
AB	-109	2,594	2,485	1,642			0	941	972	54	0	54	0	0	90,003
BCA	15	860	876	379			0	565	583	0	0	0	0	0	-18,545
BPA	237	3,441	3,678	5,006			0	0	0	8,924	0	8,924	0	0	83,342
CI	623	12,497	13,120	11,052			0	6,774	7,000	164	0	164	0	0	319,805
CN	913	26,790	27,703	5,305		320	320	6,210	6,417	750	0	750	0	0	520,428
DR	145	858	1,002	751			0	753	778	0	0	0	0	0	61,634
EA	839	13,958	14,797	10,989		240	240	2,446	2,528	0	0	0	0	0	176,559
ED	563	14,130	14,693	11,809		4,800	4,800	6,774	7,000	0	0	0	0	0	319,542
EE	5,585	117,452	123,037	204,298		15,400	15,400	99,167	102,472	9,010	300	9,310	10,000	0	2,742,739
EH	5,521	87,525	93,046	102,803		10,240	10,240	41,774	43,167	9,490	1,300	10,790	0	0	2,394,188
EI	26,951	122,947	149,898	1,516		34,680	34,680	69,812	72,139	12,874	1,200	14,074	0	0	3,381,140
EM	7,624	131,505	139,129	242,992		22,640	22,640	306,344	316,556	61,127	1,200	62,327	720,250	0	3,991,957
FE	8,517	62,751	71,268	138,980		14,880	14,880	171,989	177,722	8,884	0	8,884	122,500	0	1,817,797
GC	3,452	49,086	52,538	28,546		0	0	28,602	29,556	534	0	534	0	0	1,332,264
HG	121	7,316	7,438	5,431		0	0	4,704	4,861	855	0	855	0	0	356,776
IG	1,792	21,842	23,635	18,630		240	240	46,855	48,417	26,141	1,500	27,641	0	0	758,798
IM	5,434	97,184	102,618	94,826		10,720	10,720	20,134	20,806	6,922	2,400	9,322	5,000	0	2,183,777
IN	162,085	28,843	190,928	632		0	0	10,538	10,889	1,155	600	1,755	0	0	1,168,904
LM	550	5,335	5,885	20,623	0	0	0	3,952	4,083	164	0	164	0	0	189,031
ME	19,293	322,649	341,942	308,094		11,680	11,680	123,629	127,750	30,732	1,500	32,232	2,500	0	6,966,243
NA	72,474	271,039	343,513	351,400		22,960	22,960	407,581	421,167	68,213	500	68,713	563,750	0	8,143,918
NE	4,219	42,423	46,642	57,000		17,960	17,960	87,124	90,028	2,682	2,100	4,782	43,000	0	1,108,687
NR	15,891	0	15,891	0	0	0	0	34,435	35,583	1,660	0	1,660	0	0	87,838
OA	1,557	19,405	20,962	15,220		0	0	10,349	10,694	0	0	0	0	0	271,290
PA	1,032	11,508	12,540	7,831		0	0	4,892	5,056	0	0	0	0	0	376,609
PI	5,470	33,448	38,918	29,649		2,320	2,320	19,194	19,833	3,591	0	3,591	0	0	1,012,683
RW	12,649	29,419	42,068	26,378		440	440	31,989	33,056	22	0	22	111,750	0	550,142
S	1,117	26,071	27,188	15,408		0	0	5,645	5,833	0	0	0	0	0	409,171
SC	15,799	107,070	122,869	142,970		0	0	211,317	218,361	14,028	900	14,928	286,250	0	2,479,624
SO	19,789	166,659	186,448	70,081		7,360	7,360	42,903	44,333	24,129	2,500	26,629	0	0	2,656,332
TD	395	2,072	2,467	2,003		0	0	2,823	2,917	0	0	0	7,500	0	171,188
WAPA	5,762	2,437	8,199	42,633		0	0	289,785	299,444	20,803	0	20,803	0	0	750,540
FO										20,760	0	20,760	0		20,760
TOTAL	406,305	1,841,115	2,247,420	1,974,874	0	176,880	176,880	2,100,000	2,170,000	333,665	16,000	349,665	1,872,500	0	46,875,165

PROJECTED CUSTOMER COSTS FY 2004
(Dollars in Thousands)

TABLE III

ORG CODE	SUPPLY	MAIL	COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	DESKTOP SUPPORT	PHONE SERVICE	NETWORK	PROCUREMENT MANAGEMENT	PAYROLL PROCESS	CHRIS	CORP TRAINING SERVICES	PMCDP	INDIRECT FUND ADMIN.	YEAR TO DATE
AB	3	15	9	9	125	1	12	5	0	1	1	0	0	0	181
BCA	1	0	0	0	44	2	3	1	0	1	1	0	0	0	53
BPA	1	13	3	6	99	0	11	15	0	0	0	9	0	0	157
CI	11	29	20	28	461	10	77	33	0	7	7	0	0	0	682
CN	39	23	23	23	852	4	102	16	1	6	6	1	0	0	1,096
DR	6	13	6	1	80	4	3	2	0	1	1	0	0	0	116
EA	8	8	12	9	229	0	84	33	0	2	3	0	0	0	389
ED	18	48	38	54	389	0	69	35	16	7	7	0	0	0	681
EE	245	129	216	166	3,721	39	449	613	132	99	102	10	13	0	5,935
EH	56	69	115	66	3,929	12	301	308	45	42	43	12	0	0	4,998
EI	196	186	100	401	5,313	6	462	5	63	70	72	15	0	0	6,890
EM	163	56	112	200	3,932	14	508	729	169	306	317	64	960	0	7,530
FE	116	45	100	151	1,844	99	266	417	77	172	178	9	163	0	3,638
GC	56	52	24	221	2,096	11	169	86	1	29	30	1	0	0	2,776
HG	3	16	5	125	549	1	22	16	0	5	5	1	0	0	748
IG	30	40	9	58	1,038	32	86	56	3	47	48	29	0	0	1,476
IM	100	58	43	18	3,476	217	433	284	0	20	21	12	7	0	4,689
IN	35	195	27	12	1,664	0	737	2	28	11	11	2	0	0	2,724
LM	7	17	3	5	266	1	22	62	6	4	4	0	0	0	398
ME	383	509	367	467	10,144	227	1,121	924	191	124	128	34	3	120	14,740
NA	470	438	232	169	10,759	127	1,635	1,054	280	408	421	69	752	0	16,814
NE	47	40	20	32	1,367	12	157	171	91	87	90	7	57	0	2,177
NR	0	0	0	0	0	0	48	0	0	34	36	2	0	0	120
OA	35	18	7	4	366	2	81	46	0	10	11	0	0	0	580
PA	18	51	176	137	377	12	57	23	0	5	5	0	0	0	860
PI	42	54	60	97	1,546	20	151	89	36	19	20	4	0	0	2,136
RW	43	16	19	27	511	6	182	79	12	32	33	0	149	0	1,109
S	21	19	21	107	566	14	137	46	0	6	6	0	0	0	943
SC	215	84	89	298	2,460	5	388	429	50	211	218	16	382	0	4,845
SO	207	171	154	48	3,908	114	650	210	13	43	44	29	0	0	5,592
TD	16	14	47	1	236	2	10	6	0	3	3	0	10	0	347
WAPA	1	13	0	73	105	0	25	128	40	290	299	21	0	0	994
FO	0	0	0	0	0	0	0	0	0	0	0	21	0	0	21
TOTAL	2,591	2,442	2,057	3,014	62,450	993	8,455	5,925	1,254	2,100	2,170	366	2,500	120	96,437